

Foundation for Development Action (FDA)

www.fdaaction.org

- HIRING NOTICE -

Foundation for Development Action (FDA) is a non-profit organisation registered under the Societies Registration Act, 1955, and has been working in Kerala since 2008. With financial support from the **Department of Women and Child Development (DWCD), Government of Kerala**, FDA has been implementing the “**Psychosocial Care for Children in Conflict with Law (KAVAL)**” programme since 2016 and the “**Community-Based Rehabilitation and Reintegration of Children in Need of Care and Protection (CNCP)**” programme since 2022.

FDA invites applications from qualified social work professionals for positions based in Thiruvananthapuram and Pathanamthitta districts. Details regarding the required educational qualifications, professional experience, and key responsibilities are provided below.

Project	Location	Position	No. of vacancy	Salary & TA	Educational qualification and experience
Kaval	Tvpm	Program Coordinator	1	Rs. 26,000 pm with actual travel allowance	- Masters of Social Work (MSW), except HRM. - A minimum of 03 years of experience working with children, preferably in the areas of child protection, psychosocial care, or related social work fields.
Kaval	Tvpm	Case Worker	1	Rs. 21,000 pm with actual travel allowance	- Masters of Social Work (MSW), except HRM. - A minimum of 01 years of experience working with children, preferably in the areas of child protection, psychosocial care, or related social work fields.
Kaval Plus – CNCP	Tvpm and Pta	Program Coordinator	2	Rs. 26,000 pm with actual travel allowance	- Masters of Social Work (MSW), except HRM. - A minimum of 03 years of experience working with children, preferably in the areas of child protection, psychosocial care, or related social work fields.

Note: Tvpm: Thiruvananthapuram and Pta: Pathanamthitta

KEY FUNCTIONS: The Program Coordinator (KAVAL)	KEY FUNCTIONS: The Program Coordinator (KAVAL PLUS - CNCP)
- Daily management of the KAVAL Project. - Provide day-to-day support, supervision, monitoring, and evaluation of the work carried out by the Case Worker and Social Worker. - Ensure and undertake periodic home visits to children to monitor their well-being, family environment, and progress. - Facilitate group work, casework, and training sessions on Life Skills Education (LSE) and parenting, and prepare timely reports on the activities undertaken	- Daily management of the CNCP project. - Provide day-to-day support, supervision, monitoring, and evaluation of the work carried out by the Case Worker. - Ensure and undertake periodic home visits to children to monitor their well-being, family environment, and progress. - Facilitate group work, casework, and training sessions on Life Skills Education (LSE) and parenting, and prepare timely reports on the activities undertaken.

5. Provide psychosocial care services to the CCLs and their parents. 6. Undertake visits to various stakeholders' offices (government departments, agencies, public sector undertakings, non-governmental organisations, and other entities) for networking and linkages. 7. Submit the Monthly Action Plan (MAP), Monthly Progress Report (MPR) and Annual Report. 8. Approve the individual care plan of the CCL. 9. Ensure all child related files and data is maintained at the project office. 10. Submit training reports, case histories, assessment reports, case studies, and other reports) on time. 11. Actively participate in all capacity-building training programmes hosted by WDCD, DCPU, ICPS, JJB and FDA. 12. Actively participate in all review and monitoring meetings called by the DWCD, DCPU, JJB, and FDA. 13. Consult the Senior Project Coordinator of FDA on a daily basis to seek guidance and support for effective programme implementation. 14. Obtain prior approval from the Senior Project Coordinator, FDA, before submitting any important documents or reports to the DCPU, JJB, or other relevant offices. 15. Undertake any other project-related responsibilities assigned by the Senior Project Coordinator (SPC) or the Secretary/Founder Director of FDA.	5. Provide psychosocial care and support services to the CNCP and their parents. 6. Undertake visits to the offices of various stakeholders (government departments, agencies, non-governmental organizations, and other entities) for networking and linkages. 7. Submit the Monthly Action Plan (MAP), Monthly Progress Report (MPR) and Annual Report. 8. Approve the individual care plan of the CNCP. 9. Ensure all child related files and data is maintained at the project office. 10. Submit training reports, case histories, assessment reports, case studies, and other reports) on time. 11. Actively participate in all capacity-building training programmes hosted by WDCD, DCPU, ICPS, CWC and FDA 12. Actively participate in all review and monitoring meetings called by the DCPU, ICPS, and FDA. 13. Consult the Senior Project Coordinator of FDA on a daily basis to seek guidance and support for effective programme implementation. 14. Obtain prior approval from the Senior Project Coordinator, FDA, before submitting any important documents or reports to the DCPU, CWC, or other relevant offices. 15. Undertake any other project-related responsibilities assigned by the Senior Project Coordinator (SPC) or the Secretary/Founder Director of FDA.
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KEY FUNCTIONS: The Case Worker (KAVAL)

1. Conduct home visits to engage with project beneficiaries.
2. Liaise with key stakeholders by visiting offices such as DCPU, JJB, Police Stations, Schools, Local Self-Government Institutions (urban and rural), and Civil Society Organizations/NGOs to strengthen networking and linkages.
3. Provide counseling sessions and offer psychosocial care and support services to children and their parents.
4. Develop Individual Care Plans (ICP) for children to ensure personalized support and intervention.
5. Organize group activities, Life Skill Education training for children and Parent Management Training programs to enhance their well-being and development.
6. Prepare field reports, including case histories, assessment reports, case studies, training reports and other required documentation as per DCPU, JJB, ICPS, and FDA directives.
7. Collect field-level data and relevant information for the preparation of various project reports.
8. Support the Program Coordinator (PC) in preparing the Monthly Action Plan (MAP), Monthly Progress Report (MPR), and Annual Report (Programme and Finance).
9. Actively participate in all review and monitoring meetings organized by the DWCD, DCPU, JJB, and FDA to track progress and address challenges.
10. Actively participate in all capacity-building training programs to enhance skills and effectiveness in project implementation.
11. Report to the Project Coordinator daily, providing updates on activities and progress.

12. Carry out any additional project-related tasks assigned by the Program Coordinator (PC), the Senior Programme Coordinator (SPC), and the Secretary, Founder Director, FDA.

MANDATORY CREDENTIALS:

Applicants should possess exceptional organizational and coordination skills, along with excellent communication and documentation abilities in both English and Malayalam. A strong willingness and aptitude to work with vulnerable children are essential for this role.

PREFERENCE:

Candidates with a two-wheeler and a valid driving licence.

PERSONAL INTERVIEW AND WRITTEN TEST:

The date of the personal interview and written test will be provided to the shortlisted candidates well in advance via email only.

REQUIREMENTS OF THE APPLICATION:

Interested candidates may apply by submitting the following to **fdaction@gmail.com**:

1. Cover letter
2. Completed **Candidate Proforma** (in word document only). **Candidate Proforma** is available for download on our website: <https://www.fdaction.org/get-involved>

Important Note: Applications without a **Cover letter and fully filled out Candidate Proforma** will be rejected.

The deadline for submitting application is **15-Sept-2026, 5:00 PM.**

To ensure a smooth download of the **Candidate Proforma**, we recommend using **Microsoft Edge, Opera, or Firefox browsers.**

www.fb.com/fdaction
www.instagram.com/fdaction

Date: 05-Sept-2026

S/d,
 Secretary / Founder Director